



# Iowa Department of Human Services

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## INFORMATIONAL LETTER NO.1298

**DATE:** October 17, 2013

**TO:** Iowa Medicaid Residential Care Facilities (RCF), Nursing Facilities (NF) and Intermediate Care Facilities ID State Providers

**ISSUED BY:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

**RE:** Reminder on Electronic Billing of Long Term Care Claims

**EFFECTIVE:** December 1, 2013

This Informational Letter is to remind providers that beginning February 1, 2014, the IME will no longer accept the Turn Around Document (TAD), form 470-0039, which is used to file the paper Long Term Care (LTC) claim.

**The last mailing of the pre-printed paper TADs to facilities will occur at the end of November 2013 for November dates of service.** Providers will continue to be able to mail in TADs through January 2014. Effective February 1, 2014, the IME will only accept the LTC claim electronically as an institutional claim.

**Providers who are currently using the TAD form will need to begin billing Medicaid electronically with the December dates of service.** However, you may begin electronic billing immediately and do not have to wait until billing for the December dates of service. The IME offers free electronic billing software; PC-ACE Pro 32, available through [www.edissweb.com](http://www.edissweb.com). For more information on how to obtain PC-ACE software please visit: <http://www.ime.state.ia.us/Providers/Forms.html>.

The downloading and installation instructions are located at the bottom of the page. For further assistance, on how to create Institutional Nursing Facility claims visit: [http://www.dhs.state.ia.us/uploads/Creating%20Institutional%20Claims%20Nursing%20Facility%20\(Instructions\).pdf](http://www.dhs.state.ia.us/uploads/Creating%20Institutional%20Claims%20Nursing%20Facility%20(Instructions).pdf).

The IME appreciates your continued partnership as we work to improve the claim processing service quality and accuracy. If you have any questions please contact the IME Provider Services Unit at 1-800-338-7909, locally in Des Moines at 515-256-4609 or email at [imeproviderservices@dhs.state.ia.us](mailto:imeproviderservices@dhs.state.ia.us).